



**WESTAMPTON TOWNSHIP PUBLIC SCHOOLS**

**Office of the Superintendent**

**700 Rancocas Road**

**Westampton, NJ 08060**

**(609) 267-2053**

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**VACANCY: Confidential Secretary to the Middle School Principal**

<b>Job Title:</b>	Confidential Secretary to the Principal (12-month position)
<b>Position Available:</b>	July 1, 2022
<b>Qualifications:</b>	<ol style="list-style-type: none"><li>1. Minimum of High School diploma or equivalency is required. College coursework preferred.</li><li>2. Strong technology skills:<ul style="list-style-type: none"><li>• Experience with student database preferred</li><li>• Experience with Microsoft Office software (i.e. Word, Excel, Powerpoint) required</li><li>• Experience with web-based applications/portals</li></ul></li><li>3. Skillful operation of office equipment/machines</li><li>4. Strong written and verbal communication skills</li><li>5. Maintains confidentiality</li><li>6. Strong public relations and positive people skills</li><li>7. Alert to needs of students, staff, parents, and visitors</li><li>8. Demonstrates initiative in managing the main office building and other assigned duties</li><li>9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status</li></ol>
<b>Salary and Benefits:</b>	\$34,000 per year salary, annual increases - Health Benefits; Sick, Personal, and Vacation Time
<b>Deadline for Submission of Application:</b>	Until Filled

All interested and eligible candidates please email letter of interest and resume to:

Mrs. Yashanta Holloway-Taluy, Principal

Westampton Middle School

700 Rancocas Road

Westampton, NJ 08060

Email: [yholloway-taluy@westamptonschools.org](mailto:yholloway-taluy@westamptonschools.org)